



# Mankato Computer Repair University

HOW TO FIND WHAT YOU NEED ONLINE WITHOUT CATCHING A VIRUS

<http://motto.time.com/4116259/google-search/>

# Google is kind of a big deal

- ▶ The tech giant has blossomed over the course of the past decade, quickly becoming part of the global lexicon, and establishing itself as an official verb in the dictionary.
- ▶ Although the company wears many hats, its most valuable asset has always been its phenomenal search engine.
- ▶ Google Search's learning curve is an odd one. You use it every day, but still all you know is how to search. But the search engine has plenty of tricks up its sleeve.
- ▶ Here's an overview of some of the most useful Google search tricks, from basic tips to new features just recently released.

Read more: <http://www.digitaltrends.com/computing/the-35-best-google-search-tips-and-tricks/#ixzz4REvXci00>

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# Tilt your screen by searching “tilt”



- ▶ This is one of the fun additions built in by Google engineers.
- ▶ Try it out yourself (search without quotes).

# Keep it simple

- ▶ Google search knows how to search for a lot of things.
- ▶ What this means is you don't need to be too specific.
- ▶ If you need a pizza place nearby, use this to search:
- ▶ Pizza places nearby
- ▶ Google search will grab your location and deliver a variety of results about pizza places that are near you.

# Use descriptive words

- ▶ If you have trouble finding what you're searching for, keep in mind that people may search or define what you need in a different way than you do.
- ▶ There really isn't a good specific example for this one. If you search for something and you can't find an answer, try asking the same question using different words and see if that helps the results.

# Spelling doesn't necessarily matter

- ▶ Google search has gotten a lot smarter over the years. These days, you don't even need to spell words correctly.
- ▶ As long as it's pretty close, Google can usually figure out what it means. Here are some examples:
- ▶ If you search "Nver Gna Gve Yo Up" Google will automatically assume you mean to search for "Never Gonna Give You Up." If by chance your misspelling was intentional, Google gives you the option to search for the misspelled term instead.
- ▶ This trick is great if you happen to forget how to spell something or are not altogether sure how something is spelled.
- ▶ It can also be helpful when searching for obscure words. This applies to capitalization and grammar as well.

# Use important words only

- ▶ The way Google search works is to take what you search for and match it with keywords in online content.
- ▶ When you search for too many words, it may limit your results.
- ▶ That means it may actually take you longer to find what you're looking for. Thus, it is important to use only the appropriate words when searching for something. Let's see an example.
- ▶ Don't use: Where can I find a Chinese restaurant that delivers.
- ▶ Instead try: Chinese restaurants nearby.
- ▶ Or: Chinese restaurants near me.
- ▶ Doing this can help Google find what you need without all the clutter. So remember, keep it simple and use important words only.

# Use words that websites would use

- ▶ This is a very important one. When people use Google search to hunt the web, they generally search for things using the same language that they would use for speaking.
- ▶ Unfortunately, websites don't say things the way people do; instead, they try to use language that sounds professional. Let's look at some examples.
- ▶ “I have a flat tire” could be replaced by “repair a flat tire.”
- ▶ “My head hurts” could be replaced by “headache relief.”
- ▶ The list goes on and on.
- ▶ When searching, try to use terminology you would find on a professional website.
- ▶ This will help you get more reliable results.



# Gradually add search terms

- ▶ There will come a time when Google search doesn't shovel out the results you expect. In this instance, keeping it simple may not be the best option. As [Google itself](#) suggests, the best method is to start with something simple then gradually get more complicated. See the example below.
- ▶ First try: job interviews
- ▶ Second try: prepare for job interviews
- ▶ Third try: how to prepare for a job interview
- ▶ This will gradually refine the search to bring you fewer, more targeted terms.
- ▶ The reason you don't go straight from the first try to the third try is because you may miss what you're looking for by skipping the second step.
- ▶ Millions of websites phrase the same information in a number of different ways; using this technique lets you search as many of them as possible to find the best info.

# Search for multiple words at once

- ▶ Google search is flexible.
- ▶ It knows you may not find what you want by searching only a single word or phrase.
- ▶ Thus, it lets you search for multiples.
- ▶ By using this trick, you can search for one word or phrase along with a second word or phrase.
- ▶ This can help narrow down your search to help you find exactly what you're looking for. Here is the syntax:
- ▶ “Best ways to prepare for a job interview” OR “How to prepare for a job interview”
- ▶ By searching that, you will search both phrases. Remember the quotes tip above? It's being used here as well. In this instance, these two exact phrases will be searched. It can be done by word too, like the example below.
- ▶ chocolate OR white chocolate
- ▶ This will search for pages that have either chocolate or white chocolate!

# Use the tabs

- ▶ On the top of every search are a number of tabs.
- ▶ Usually you'll see *Web*, *Image*, *News*, and *More*.
- ▶ Using these tabs, you can help define what kind of search you need to do.
- ▶ If you need images, use the *Image* tab.
- ▶ If you are looking for a recent news article, use the *News* tab.
- ▶ It's rudimentary and most people use the tabs already.
- ▶ If you are not, then it's highly recommended to get associated with them.
- ▶ They can cut search times dramatically if utilized properly.

# Search images using images

- ▶ Ever come across a photo that looks strangely familiar?
- ▶ Or if you want to know where it came from?
- ▶ If you save the image, and then search it on Google Images (with the camera button), you'll be able to see similar images on the web.

# Punctuation Symbols

- ▶ Google isn't one to automatically recognize punctuation and grammar within search queries.
- ▶ Just don't add any spaces between the symbol and your search phrases.
- ▶ Otherwise, Google will ignore your commands.

## Use quotes to search for an exact phrase

- ▶ This one's a well-known, simple trick:
- ▶ searching a phrase in quotes will yield only pages with the same words in the same order as what's in the quotes.
- ▶ It's one of the most vital search tips, especially useful if you're trying to find results containing a specific a phrase.

# Use quotes

- ▶ When searching for something specific, try using quotes to minimize the guesswork for Google search.
- ▶ When you put your search parameters in quotes, it tells the search engine to search for the whole phrase.
- ▶ For instance, if you search for *Puppy Dog Sweaters*, the engine will search for content that contains those three words in any order.
- ▶ However, if you search “*Puppy Dog Sweaters*”, it will search for that phrase exactly as you typed it.
- ▶ This can help locate specific information that may be buried under other content if not sorted out correctly.

# Use a hyphen to exclude words

- ▶ Sometimes you may find yourself searching for a word with an ambiguous meaning.
- ▶ An example is *Mustang*.
- ▶ When you Google search for *Mustang*, you may get results for both the car made by Ford or the horse.
- ▶ If you want to cut one out, use the hyphen to tell the engine to ignore content with one of the other. See the example below:
- ▶ Mustang -cars
- ▶ This tells the search engine to search for mustangs but to remove any results that have the word “car” in it.
- ▶ It can be wildly helpful when finding information about something without getting information about something else.



## Use the minus sign to eliminate results containing certain words

- ▶ You'll want to eliminate results with certain words if you're trying to search for a term that's generating a lot of results that aren't of interest to you.
- ▶ Figure out what terms you're not interested in (e.g. jaguar -car) and re-run the search.

# Use a colon to search specific sites

- ▶ There may be an instance where you need to Google search for articles or content on a certain website.
- ▶ The syntax is very simple and we'll show you below:
- ▶ Sidney Crosby site:nhl.com
- ▶ This will search for all content about famous hockey player Sidney Crosby, but only on [NHL.com](https://www.nhl.com).
- ▶ All other search results will be removed.
- ▶ If you need to find specific content on a particular site, this is the shortcut you can use.

## Search websites for keywords

- ▶ Think of the “site:” function as a Google search that searches only a particular website.
- ▶ If you want to see every time TIME.com mentioned Google, use the search “Google site:TIME.com”.

# Find a page that links to another page

- ▶ This Google search tip is a little obscure.
- ▶ Instead of searching for a specific page, you're searching for a page that links to a specific page.
- ▶ Think about it this way, if you want to see who cited a New York Times article on their site, you would use this trick to find all the sites that link to it. The syntax is below:
- ▶ `link:nytimes.com`
- ▶ That will return all pages that link to the New York Times official website.
- ▶ The URL on the right side can be practically anything.
- ▶ Be aware, though, that the more specific it is, the fewer results you'll get.
- ▶ We know not a lot of people will likely use this Google search trick, but it could be very useful for some.

# Use the asterisk wildcard

- ▶ The asterisk wildcard is one of the most useful ones on the list.
- ▶ Here's how it works, when you use an asterisk in a search term on Google search, it will leave a placeholder that may be automatically filled by the search engine later.
- ▶ This is a brilliant way to find song lyrics if you don't know all the words. Let's look at the syntax:
  - ▶ “Come \* right now \* me”
  - ▶ To you or me, that may look like nonsense.
  - ▶ However, Google search will search for that phrase knowing that the asterisks can be any word.
  - ▶ More often than not, you'll find they are lyrics to The Beatles song “Come Together” and that's what the search will tell you.

# Use an asterisk within quotes to specify unknown or variable words

- ▶ Here's a lesser known trick:
- ▶ searching a phrase in quotes with an asterisk replacing a word will search all variations of that phrase.
- ▶ It's helpful if you're trying to determine a song from its lyrics, but you couldn't make out the entire phrase
- ▶ (e.g. "imagine all the \* living for today"), or if you're trying to find all forms of an expression (e.g. "\* is thicker than water").

# Find sites that are similar to other sites

- ▶ This is a unique one that could be used by practically everyone if they knew it existed.
- ▶ Let's say you have a favorite website. It can be anything. However, that website is getting a little bit boring and you want to find other websites like it.
- ▶ You would use this trick. Below is the syntax:
- ▶ related:[amazon.com](https://www.amazon.com)
- ▶ If you search that above, you won't find a link to Amazon.
- ▶ Instead, you'll find links to online stores like Amazon.
- ▶ Sites like Barnes & Noble, Best Buy, and others that sell physical items online.
- ▶ It's a powerful Google search tool that can help you find new sites to browse.

# Use Google search to do math

- ▶ Google search can actually do math for you.
- ▶ This is a rather complex one to describe because it can be used in so many ways.
- ▶ You can ask it basic questions or some more difficult ones.
- ▶ It is important to note that it won't solve all math problems, but it will solve a good number of them.
- ▶ Here are a couple of examples of the syntax:
  - ▶  $8 * 5 + 5$
  - ▶ Planck's Constant
- ▶ If you search the first one, it'll return 45.
- ▶ It will also show a calculator that you can use to find answers to more questions.
- ▶ This is handy if you need to do some quick math but don't want to do it in your head.
- ▶ If you search the second term, it will return the number value of Planck's Constant.
- ▶ So it can do math, but it can also help you solve math problems by showing values for known mathematical terms.



# Search a range of numbers

- ▶ Searching for a range of numbers is another tip we don't anticipate a lot of people using.
- ▶ The people that do use it, though, will probably use it quite a bit. People interested in money or statistics will find this tip particularly useful.
- ▶ Essentially, you use two dots and a number to let Google search know you're looking for a specific range of numbers. Like the syntax below:
- ▶ What teams have won the Stanley Cup ..2004
- ▶ 41..43
- ▶ In the first instance, the search will toss back the team that won the Stanley Cup in 2004. The two dots with only one number will tell the search that you don't need anything before or after 2004. This can help narrow down searches to a specific number to improve search results.
- ▶ In the second, Google will search for the numbers 41, 42, and 43. It is obscure, but wildly useful if you happen to need to search for numbers like this.

# Google search has shortcuts

- ▶ A number of commands can be entered to give you instantaneous results.
- ▶ Google can immediately give you the information you need that is displayed right at the top of the search results.
- ▶ This can save time and effort so you don't have to click a bunch of bothersome links.
- ▶ Here are a few examples of some commands you can enter into Google:

# Google Shortcuts

- ▶ Weather \*zip code\* - This will show you the weather in the given zip code. You can also use town and city names instead of area codes, but it may not be as accurate if there are multiple area codes in the city.
- ▶ What is \*celebrity name\* Bacon Number - This is a fun little one that will tell you how many connections any given celebrity has to famed actor Kevin Bacon. The popular joke, Six Degrees of Kevin Bacon, is that no actor is more than 6 connections away from Kevin Bacon. Mark Zuckerberg has a Bacon Number of 3.

# Google Shortcuts

- ▶ What is the definition of *\*word\** or Define: *\*word\** - This will display the definition of a word.
- ▶ Time *\*place\** - This will display the time in whatever place you type in.
- ▶ You can check any stock by typing its ticker name into Google. If you search for *GOOG*, it will check the stock prices for Google.
- ▶ These quick commands can take a web search that is usually multiple clicks and condense it into a single search. This is very helpful for information you need repeatedly.

# Use “DEFINE:” to learn the meaning of words—slang included

- ▶ Streamline the dictionary process by using, for example, “DEFINE: mortgage.”
- ▶ For words that appear in the dictionary, you’ll be able to see etymology and a graph of its use over time alongside the definition.
- ▶ Google will even sift the web to define slang words or acronyms.
- ▶ Try out “DEFINE: bae” or “DEFINE: SMH”.

# Find a specific file

- ▶ An often forgotten feature of Google search is the ability to search for a specific file or file type.
- ▶ This can be infinitely useful if you need a specific PDF or PowerPoint file that you previously viewed or need to use for another project. The syntax is quite simple.
- ▶ `*Search term here* filetype:pdf`
- ▶ In the above example, you simply replace the search term with whatever you're searching for.
- ▶ Then use the filetype command and enter the extension of any file type you can think of.
- ▶ This can mostly be useful for scholarly purposes, but business presentations and other assorted presentations can benefit from this kind of search as well.

# Money and unit conversions

- ▶ Google search can quickly and accurately convert both measurement units and currency value. There are a variety of uses for this, like checking to see the conversion rate between two currencies. If you happen to be a math student, you can use it to convert from feet to meters or from ounces to liters. Here's how to do it.
- ▶ miles to km - This will convert miles to kilometers. You can put numbers in front to convert a certain number. Like "10 miles to km" will show you how many kilometers are in 10 miles.
- ▶ USD to British Pound Sterling - This will convert a US dollar to British pounds. Like the measurements above, you can add numbers to find exact conversions for a certain amount of money.
- ▶ It's true that this tip is geared toward math students and international business people. However, you'd be surprised how often these tips are used by regular people.

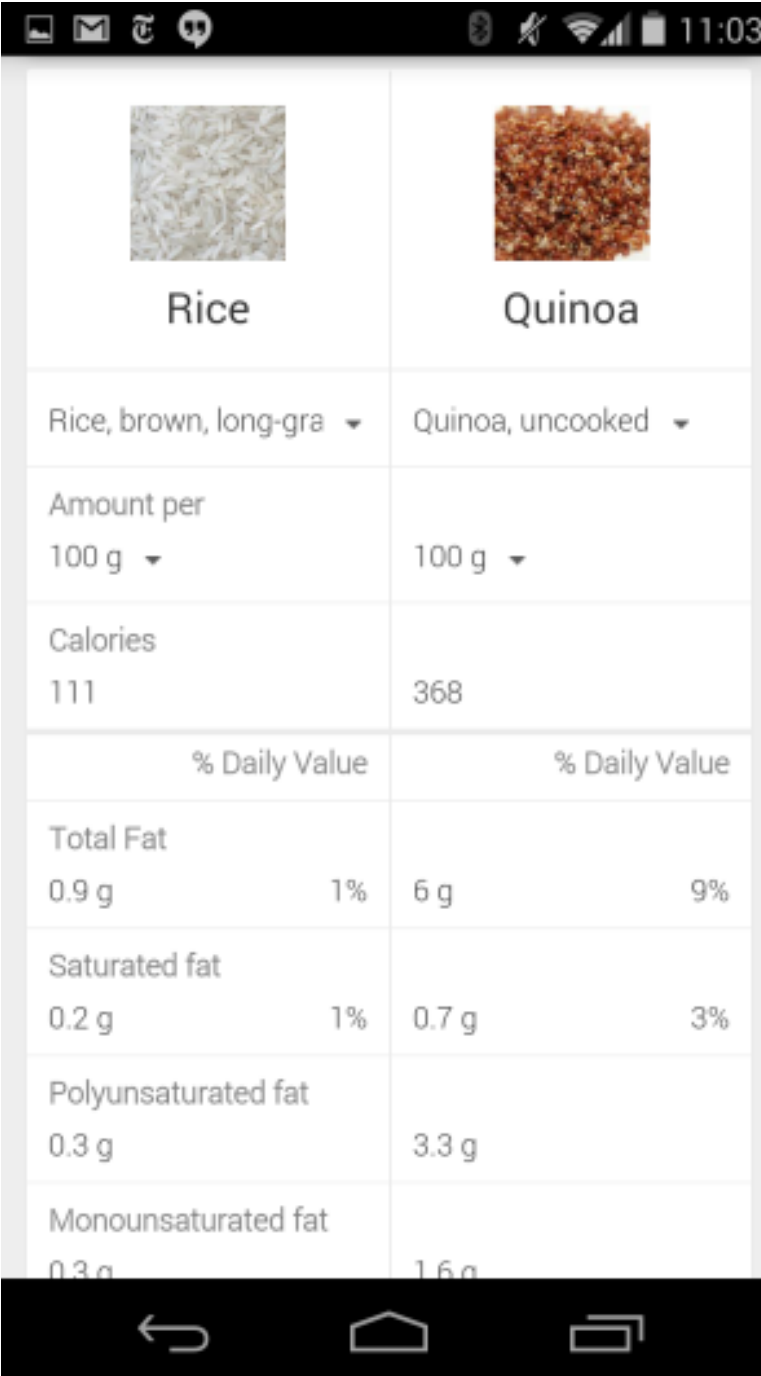
# Track your packages



- ▶ You can enter any UPS, USPS, or Fedex tracking number directly into the Google search bar, and it'll show you the tracking information about your package.
- ▶ This is much easier than going to the specific sites, waiting for them to load, then searching for your packages there.
- ▶ No examples are really needed for this one. Just type your tracking number in and see where your package is.



# Compare foods using “vs”

- ▶ Can't decide between a burger or pizza for dinner?
- ▶ Type in “rice vs. quinoa,” for example, and you'll receive side-by-side comparisons of the nutritional facts.



	Rice	Quinoa
		
	Rice	Quinoa
	Rice, brown, long-gra ▾	Quinoa, uncooked ▾
Amount per		
100 g ▾		100 g ▾
Calories	111	368
	% Daily Value	% Daily Value
Total Fat		
0.9 g	1%	6 g 9%
Saturated fat		
0.2 g	1%	0.7 g 3%
Polyunsaturated fat		
0.3 g		3.3 g
Monounsaturated fat		
0.3 g		1.6 g

# Filter search results for recipes

- ▶ If you search [your favorite food](#), and then click “Search Tools” right under the search bar, you’ll be able to filter recipes based on ingredients, cook time and calories.
- ▶ It’s the perfect tool if you have certain dietary restrictions.

# Search news archives going back to the mid-1880s

- ▶ Google News has an option to search over 100 years' worth of archived news from newspapers around the world.

# Other Tips and Tricks

- ▶ There are a handful of other useful Google search functions that don't fall under either of the above categories.
- ▶ Google built the engine with several useful tools that allow you to look up information without have to navigate to other sites.
- ▶ For instance, you can instantly check the weather for a city, or look up the definition of “miasma,” among other actions.
- ▶ You can even utilize the microphone on your desktop or mobile device to search Google using your own voice, or find the Bacon Number of your favorite celebrity (we're betting it's two).

# Google Search wrap-up

- ▶ Google search is a very powerful search tool.
- ▶ Using the tips outlined above, you can find anything and everything you could ever need on the World Wide Web.
- ▶ Whether it's avoiding Wikipedia for a school essay project, finding the latest stock prices, or even finding song lyrics, there is a way to make Google search work for you.

# Punctuation Symbols that help you refine your search

## Function

To search for an exact phrase, with the same words in the same order

To exclude results that include a particular word or site when searching words with multiple meanings

To search for Google+ pages or blood types

To search for social tags

## Execution

Place quotation marks (“”) around the phrase you’d like to search for Ex: “to be, or not to be”

Place a dash (-) before the word or site you want to omit Ex: phoenix -arizona

Place an addition sign (+) in front of the Google+ user or after the blood type Ex: +Chrome and AB+

Place the at symbol (@) before the social tag you’d like to search Ex: @digitaltrends

# Punctuation Symbols that help refine your search

## Function

To search for prices

To search for a phrase with missing words

To search for a range of numbers, usually pertaining to prices and measurements

To search popular hashtags for trending topics

## Execution

Place a dollar sign (\$) before the value Ex: canon \$400

Place an asterisk (\*) within the search as a placeholder for any unknown terms Ex: if you give a \* a \*

Place two periods between the designated numbers you want to search between Ex: \$75..\$200

Place a hashtag in front of the desired topic Ex: #throwbackthursday

# Search Operators

- ▶ Punctuation and symbols really only get you so far with Google.
- ▶ Search operators, which are additionally available within the Google Advanced Search page, allow you to greatly narrow your search results based on a variety of individual factors when you pair them with your desired search terms.



# Search Operations that help you refine your hunt

## Function

To search for results from certain sites and domains

To search for pages that link to a certain page

To search for sites that are similar to a designated site or domain

To search for pages that just have one of several words

## Execution

Place “site:” in front of the site or domain from which you want to pull results Ex: apple watch  
site:digitaltrends.com

Place “link:” in front of the site or domain you want to find pages linking to Ex:  
link:digitaltrends.com

Place “related:” in front of the site or domain you want to find similar results of Ex: related:digitaltrends.com

Place “OR” between the two words you are searching for Ex: world series 2013 OR 2014

# Search Operations that help refine your hunt

Function	Execution
To search for designated information about a specific site or domain, including cached pages, and those linking to the site	Place “info:” in front of the site or domain you want information about Ex: info:digitaltrends.com
To search what a page looked like the last time Google crawled the site	Place “cache:” in front of the page housing the cache you’d like to view Ex: cache:digitaltrends.com
To search for a specific file type	Place “filetype:” in front of the specific file type you’re looking for Ex: matthew mcconaughey filetype:gif

## Function

To search Google using voice commands

To search Google for a specific image

To set a timer

To check the weather for a specific area

## Execution

Click the microphone icon in the search bar and begin talking

Click the camera icon in the search bar and paste the image URL

Enter “set timer for” followed by the desired amount of time

Enter “weather” followed by a zipcode or city

## Function

To search for the sunrise and sunset times for a specific area

To look up the definition for a given word

To look up the origins for a given word

To look up the time for a specific region

To look up your IP address

## Execution

Enter “sunrise” or “sunset” followed by a zipcode or city

Enter “define” followed by your desired term

Enter “etymology” followed by your desired word

Enter “time” followed by the particular region

Enter “ip address” in the search bar

## Function

To check the status of a flight

To look up stock quotes

To look up the date for a specific holiday

To track a package

To use the calculator

## Execution

Enter the flight number in the search bar

Enter the desired stock symbol in the search bar

Enter the name of the holiday in the search bar

Enter the tracking number in the search bar

Enter the equation in the search bar

# Function

# Execution

To define a word

Enter “define” followed by your desired word

To convert currency or measurements

Enter the first amount and unit, type “to”, and then enter the second unit

To look up film showings

Enter “movies” followed by your zipcode or city

To look up sports scores

Enter the sports team in the search bar

## Function

To look up nutritional facts about an item, or compare nutritional facts

To look up a celebrity's Bacon Number

To roll a six-sided die

## Execution

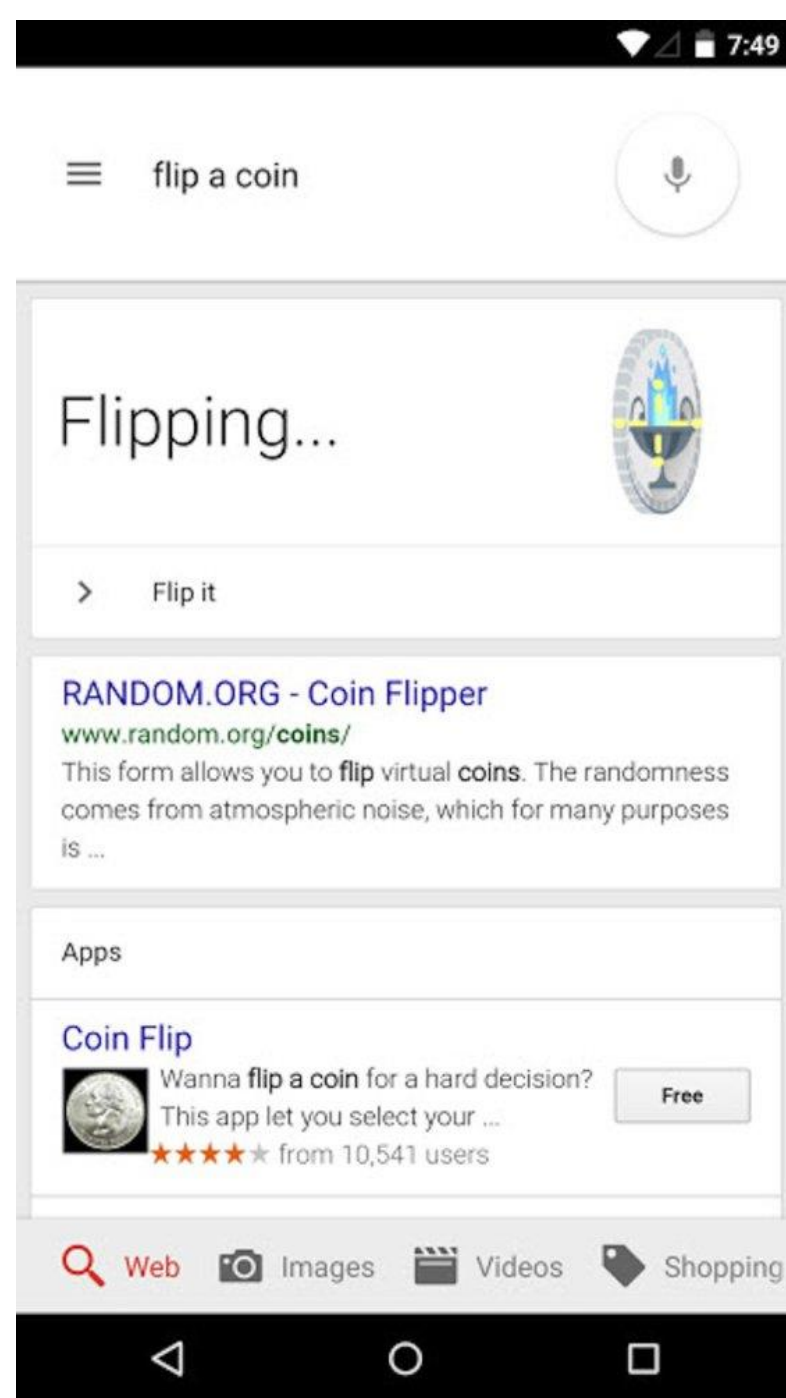
Enter the name of the product, or enter "compare" followed by the items you want to compare

Enter "bacon number" followed by the name of the celebrity

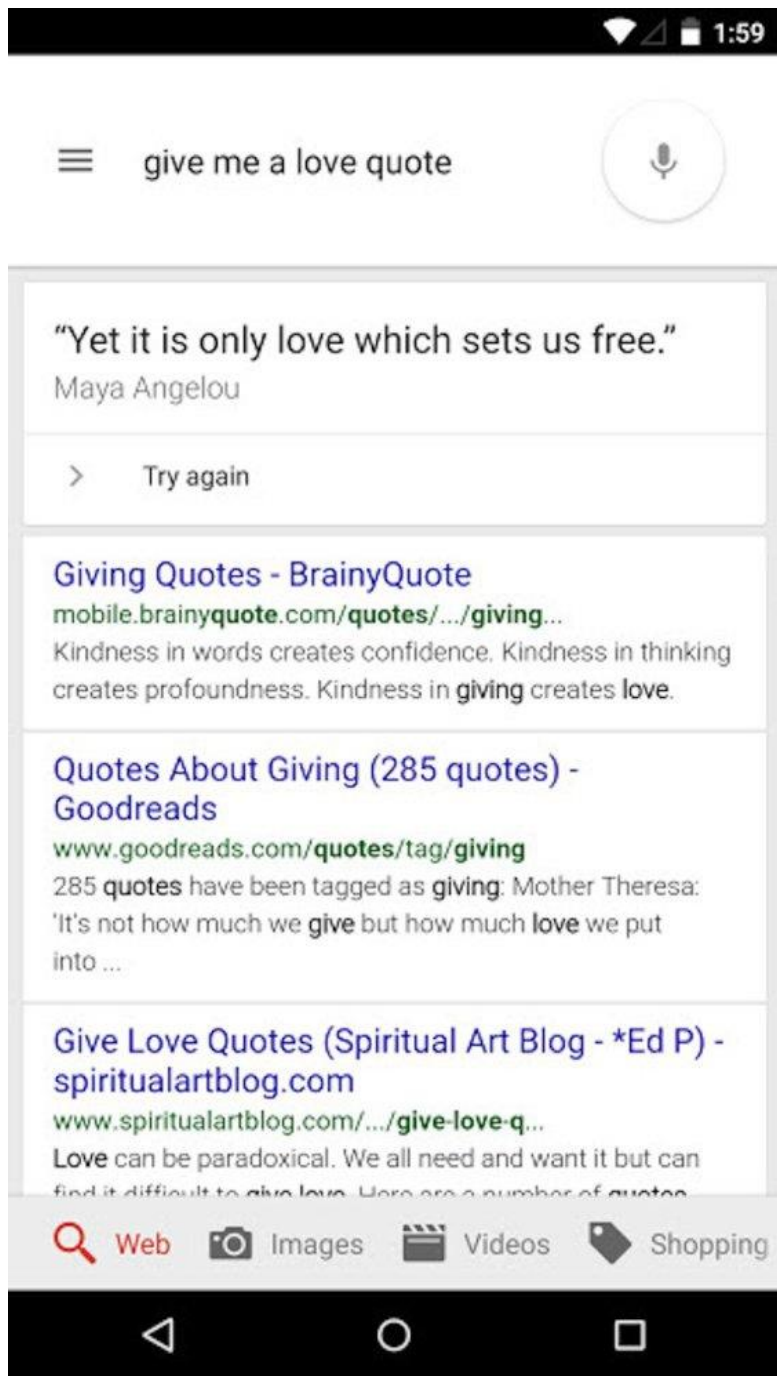
Enter [roll a dice] in the search bar

Press the mic icon on Google's search bar, and say "flip a coin" or "heads or tails"

► The feature released last month lets Google flip a coin for you when you don't have one on hand.







Press the mic icon on Google's search bar, and say "give me a love quote" or "I love you"

► The love quote generator is also a feature released last month for those in need of a little romance.

# Play Atari *Breakout* by searching it on Google Images

- ▶ The legendary brick breaker game is available for easy access on Google.
- ▶ Just search “Atari Breakout” (without quotes) on Google Images and enjoy.